



## Job Announcement

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**OPEN TO CURRENT CIRCUIT COURT MONTGOMERY COUNTY EMPLOYEES ONLY**

**OPPORTUNITY FOR COMPETITIVE RECLASSIFICATION**

**PREVIOUS APPLICANTS NEED NOT REAPPLY AND WILL BE CONSIDERED**

<b>Opening Date:</b>	May 7, 2015	<b>Closing Date:</b>	May 12, 2015
<b>Job Title:</b>	Judiciary Clerk III - Family, Lead	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	TBD	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Montgomery County Rockville, Maryland	<b>Grade/Entry Salary:</b>	J7 \$32,674 - \$53,422 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential functions:** Assists the supervisor in coordinating and distributing work to staff. Proficiently performs the full range of duties of a Judiciary Clerk II (e.g. reviewing pleadings, updating case information in court's database, preparing summons and other court related documents). Trains new employees on proper office processes and procedures. Cross-trains staff on other duties within the department. Reviews work for accuracy. Assists attorneys, court personnel and the public by providing information about the status of cases and procedures in the Clerk's Office both at the counter and by telephone. Responds to non-routine and more complex inquiries. Reviews reports for errors, and corrects data as required. Performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Four years of general clerical experience, two of which must have been in a trial or appellate court.

**Skills/Abilities:** Knowledge of the Family Department and the office policies and procedures. Knowledge and ability to apply job related terminology. Ability to train staff. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to comprehend and utilize applicable procedures including state statutes and the Maryland Rule of Procedure. Ability to work efficiently within considerable time constraints. Ability to sit for extended periods of time and stand for short periods of time. Ability to operate a personal computer and software programs (e.g. Microsoft Word and Excel). Ability to lift up to 40 lbs. using proper lifting techniques. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Montgomery County  
Montgomery County Judicial Center  
50 Maryland Avenue  
Rockville, Maryland 20850  
ATTN: Barbara H. Meiklejohn, Clerk of the Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.